

Safeguarding Policy

Created by Amanda Cremona For review 05/06/2025

THE PURPOSE AND SCOPE OF THIS POLICY STATEMENT

AJC Tutoring aims to enable, equip and empower students with specific learning difficulties, and practitioners and parents to meet the students' needs. This work involves tutoring, support, training, and advisory work. At AJC Tutoring, we believe that all children have an absolute right to a childhood free from abuse, neglect or exploitation, regardless of their age, disability, gender reassignment, race, religion or belief, sex or sexual orientation. We believe everyone has a responsibility to promote the welfare of all children and young people, to keep them safe and to work in a way that protects them.

THE PURPOSE OF THIS POLICY STATEMENT IS:

- to protect children and young people who receive AJC Tutoring's services from harm
- to provide staff, associates and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection

This policy applies to anyone working on behalf of AJC Tutoring.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. We refer to the following documents:

- Department for Education Early Years Foundation Stage, Safeguarding and Welfare Requirements (2017)
- Prevent Duty Guidance (2015)
- Working Together to Safeguard Children (2018)

- Keeping Children Safe in Education (2019)
- What to Do If You're Worried a Child Is Being Abused – A Guide for Practitioners (2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings (2019)
- Information Sharing Advice for Safeguarding Practitioners (2018)

SUPPORTING DOCUMENTS

This policy statement should be read alongside our privacy policy and terms and conditions, which includes complaints procedure.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- child abuse can be classified as physical, sexual, emotional or neglect, and can also be a combination of these
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

WE WILL SEEK TO KEEP CHILDREN AND YOUNG PEOPLE SAFE BY:

- valuing, listening to and respecting them
 - recording and storing and using information professionally and securely, in line with data protection legislation and guidance
 - making sure that children, young people and their families know where to go for help if they have a concern

- sharing concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- ensuring that we have effective complaints measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- ensuring that we have read, understood and work within the safeguarding policy of schools we are visiting
- Staying up to date with safeguarding training
- Keeping up-to-date with any new information about safeguarding and child protection, updating our policy accordingly to include any changes
- Recognising signs of abuse when working with children and young people
- When working with children in schools, complying with school safeguarding policy
- Storing data securely, as stated in our privacy policy
- Liaising with parents and/or the child's teachers/support staff to ensure they notify us of any concerns they have about their child and any accidents, incidents, injuries or changes in circumstances which may affect the child
- Reporting any concerns
- Ensuring that parents and stakeholders are aware of our complaints procedure in our terms and conditions
- When working with children at home, ensuring that the child's parent, or an adult trusted by the child's parent, is in the next room within earshot
- When working online with a child, ensuring that the child's parent, or an adult trusted by the child's parent, is within earshot

ACTING ON CONCERNS

Unless we believe that it would put the child at risk of further harm, we will discuss concerns with a child's parent/carer if we notice:

- significant changes in a child's behaviour;
- deterioration in a child's general wellbeing and/or appearance;
- unexplained bruising, marks or signs of possible abuse or neglect;
- children's comments which give cause for concern;
- any reasons to suspect neglect or abuse outside the setting, for example in the child's home or while with a friend/family member.

If a child tells us that they or another child is being abused, we will:

- show that we have heard what they are saying, and that we take their allegations seriously
- encourage the child to talk, without prompting them or asking them leading questions, providing supporting communication aids where needed
- reassure the child that they can tell me anything that is worrying them, but that we cannot promise not to tell anybody because some things have to be passed on in order to keep them safe
- Reassure the child that what has happened is not his/her fault and stress that it was the right thing to tell
- Not criticise the alleged perpetrator
- explain what actions we must take, in a way that is appropriate to the age and understanding of the child
- record what we have been told, as soon as we can, using exact words where possible;
- make a note of the date, time, place and people who were present during the disclosure
- Listen to what is being said without displaying shock or disbelief
- When working in a school, pass the information to the Designated Safeguarding Lead (DSL), or Deputy DSL in their absence without delay. If a DSL or Deputy is not available, we would inform a senior member of staff if there is reason to believe that the child may be at risk of immediate harm. If no-one is available, we would report to the relevant local authority services.
- If we have any cause for concern, and not working in a school or education setting, or DSL/Deputy DSL is not available, we will report it to the relevant local authority services, following the Local Safeguarding Partner procedures. We will record the concern and all

contact with Children's Services in a safeguarding log, which will be kept locked away securely for the legally required length of time.

RECORD KEEPING

In all instances of concern about a child, we will record:

- the child's full name and address;
- the date and time of the record;
- factual details of the concern, for example bruising, what the child said, who was present;
- details of any previous concerns;
- any action taken, such as speaking to parents.
- details of any explanations from the parents/carers (if I feel it is safe to discuss the matter with them).

It is not our responsibility to attempt to investigate the situation myself.

USEFUL CONTACTS

NSPCC Helpline: 0808 800 5000

Childline: 0800 1111

National Youth Advocacy Service 0808 808 1001

Bullying UK: 0808 800 2222

OTHER REFERENCES

MacAlister, J. (2022) The independent review of children's social care: final report. The independent review of children's social care.

Department for Education (DfE) (2015) What to do if you're worried a child is being abused: advice for practitioners (PDF). London: HM Government.

CONTACT DETAILS

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We are committed to reviewing our policy and good practice annually.